

MORGAN STATE UNIVERSITY JOB SPECIFICATON



MERCHANDISER II

Class Code: N1074
Pay Range: 5

FLSA Code: N/E (Non-Exempt)

JOB SUMMARY

Under general supervision, performs a variety of retail sales store merchandising, clerical, and customer service duties requiring technical knowledge of products and salesmanship which are not normally acquired through brief sales training or through reading the instruction books provided by the manufacturers of products.

PRIMARY DUTIES

1. Ensures proper merchandise and amount are ordered; conducts physical inventory of merchandise and informs manager of inventory status; prepares procurement documentation; interacts with vendors.
2. Receives incoming shipments of merchandise; verifies accuracy of orders and condition of items; prepares necessary paperwork; tags merchandise and stocks shelves.
3. Assists customers with special orders and catalog orders; responds to inquiries and complaints; directs customers to specified merchandise and provides assistance in the selection of merchandise; provides price trend and product information.
4. Performs routine maintenance such as cleaning and/or dusting of facility, fixtures and merchandise, organizing and restocking of merchandise.
5. Operates photocopiers, cash registers, calculators, pricing equipment, facsimile machines, personal computers, and other office equipment.

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Note:

The intent of this list of primary duties is to provide a representative summary of the major duties and responsibilities of this job. Incumbents perform other related duties assigned. Specific duties and responsibilities may vary based upon departmental needs.

MINIMUM QUALIFICATIONS

EDUCATION: High School Diploma or GED.

EXPERIENCE: Two years related work experience.

REQUIRED KNOWLEDGE/SKILLS/ABILITIES

General knowledge of retail sales operations and merchandising procedures. Skill in the use of computer keyboards, calculators and cash registers. Ability to make arithmetic computations; to communicate and interact effectively with customers, campus community, vendors, and employees; to stand and walk for extensive periods; to lift, transport, and stock merchandise weighing up to 50 lbs.

OTHER:

Except for qualifications established by law, additional related experience and formal education in which one has gained the knowledge, skills, and abilities required for full performance of the work of the job class may be substituted for the education or experience requirement on a year-for-year basis with 30 college credits being equivalent to one year of experience.

CONDITIONS OF EMPLOYMENT

Candidates selected for employment may be subject to medical inquiries and/or medical examinations to determine ability to perform the job.